

Emergency Support Function – No. 7
RESOURCE MANAGEMENT

Primary Agency:

Virginia Department of Emergency
Management

VERT ESF Section

Logistics Section

Support Agencies:

- Virginia Department of Agriculture and Consumer Services
- Department of Aviation
- Department of Corrections
- Department of Criminal Justice Services
- Department of Fire Programs
- Virginia Department of Forestry
- Virginia Department of Health
- Department of General Services
- Department of Housing and Community Development
- Department of Military Affairs
- Department of Motor Vehicles
- Department of State Police
- Virginia Department of Transportation
- Virginia VOAD (Voluntary Organizations Active in Disasters)

Purpose

Emergency Support Function (ESF) #7 – Resource Management manages resources in support of state and local governments prior to, during, and/or after an incident in coordination with other ESFs in the Virginia Emergency Operations Center (VEOC) and the Joint Field Office (JFO). For the purposes of this annex, “Resource Management” refers to logistics, people, places and things.

Scope

Resource management to state and local governments consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support immediate response activities.

ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property.

Resource management will continue until the disposition of excess and surplus property, if any, is completed.

This annex addresses the overall organization for resource management and includes a specific section for Mutual Aid.

Mutual aid includes Statewide Mutual Aid (SMA) and the Emergency Management Assistance Contract (EMAC).

ESF #7 responds to resource needs of the Virginia Emergency Response Team (VERT) by looking first to the resources of state agencies and local governments, then to commercial contracts and finally to federal resources.

Commonwealth of Virginia Emergency Operations Plan Emergency Support Function #7

Mission

The mission of ESF #7 is to provide a basis for the management and provision of critical resources and supplies in support of disaster response and recovery operations. Contracts for designated resources and inventories of state and local government resources are the primary tools of ESF #7.

Energy-related resource shortages, such as electric power and gasoline, are addressed in ESF Annex #12 – Energy. Transportation-related and medical-related resource shortages are also addressed in their respective ESF annexes.

It is also the intent of this ESF to provide resources to the requesting entity within 48 hours of when the decision is made to deploy resources in response to an event.

Organization

The Virginia Department of Emergency Management ensures a coordinated framework for State resource management activities that include logistics planning, preparedness, implementation, and evaluation in support of disaster operations.

Key Support Agencies

Several state agencies support the resources management function and maintain responsibilities for specific resources.

- A. Department of General Services – Management of contracts for disaster goods and services, including ice and water.
- B. Department of Corrections – A wide range of resources located at facilities throughout the Commonwealth.
- C. Virginia Department of Fire Programs – Coordination of interstate and intrastate mutual aid.

- D. Virginia Information Technologies Agency (VITA) - Coordination of information Systems in all state agencies including field facilities.
- E. Virginia Voluntary Organizations Active in Disasters (VOAD) – Liaison with voluntary agencies that provide resources and coordinate distribution of selected resources.

Concept of Operations

- A. The primary responsibility for resource management when responding to local emergencies rests with local governments. If local resources have been fully committed to an incident and additional assistance is required, a local government will request assistance from the Virginia Emergency Operations Center (VEOC) in accordance with Standard Operating Procedures.
- B. In the VEOC, the Resource Management Unit of the VERT will coordinate the delivery of additional assistance as appropriate. The unit will also manage the support resources needed for the operational capability of the VEOC, including information systems and the VEOC facility itself.
- C. The Resource Management Unit will develop and maintain the *Resource Management Plan* to identify resources by type, source, location, quantity and size. The Plan also identifies the appropriate resources by hazard and scope of event.
- D. It will also provide an Emergency Response Equipment Priority Matrix as below.
 - 1 = Immediate Need – meaning that this piece of equipment may be needed immediately to mitigate the problem or to assist in the mitigation of the problem. The optimal timeframe of response would be 1 to 6 hours.
 - 2 = Immediate Need; But Not A Priority – meaning that this piece of equipment

Commonwealth of Virginia Emergency Operations Plan

Emergency Support Function #7

may be needed to assist in the mitigation of the problem or event. It may not necessarily be needed for the immediate mitigation of the problem or event. The optimal timeframe of response would be 1 to 12 hours.

- 3 = Essential, but not Immediate – meaning that this piece of equipment is essential to the mitigation, but is not a piece of equipment that would be needed immediately to mitigate the problem nor is it needed immediately to preserve life and property. The optimal timeframe of response would be 1 to 18 hours.
- 4 = Needed but Not Essential – meaning that this piece of equipment is needed, but is not necessary to give immediate or essential assistance in the mitigation of the problem or event. There is no set timeframe on the arrival of this piece of equipment, but a timeframe of 1 to 24 hours would be acceptable in most instances.

Routine Operations / Increased Readiness

1. Resource Management focuses primarily on preparing goods for deployment, i.e., contacting vendors that specialized in generators, pumps, climate control, debris removal, transportation, etc.
 2. Logistics personnel participating in ESF-7, Resource Management as part of the VERT begin to transition from day-to-day operations into active disaster management activities, such as tracking deployments and processing requests for assets. State agency logistics staff will begin to:
 - a. Anticipate initial requirements based on hazard analysis, historical data and forecasted intelligence.
 - b. Participate in Incident Action Planning.
- c. Develop tactical logistics plans for consideration by Operations Section Chief and other leadership.
 - d. Establish communications and coordination among State logistics partners (public and private), in state mutual aid, and participating EMAC (Emergency Management Assistance Compact) States, to begin initial planning for transportation of goods and to locate mobilization and staging areas if needed.
 - e. All State agencies operating under their own authorities and funding provide mission/resource request support.
 - f. Resource Management maintains a vendor database through the Department of General Services (DGS). The database includes but is not limited to vendors for the following items:
 - 1) Communication Equipment
 - 2) Transportation/vehicles (passenger, cargo, debris removal)
 - 3) Heavy equipment (generators, material handling, pumps)
 - 4) Useful materials and tools (fuel, sandbags, shovels, and other tools)
 - 5) water & ice vendors
 - 6) Logistics Staging Areas (LSA's) as necessary and field sites.
 - g. Resource Management also works with the GIS Division on Population Density in formulating ice, water and meal requirements for affected areas using the U.S. Corps of Engineer's Distribution Point Planning Guidance.
 - h. Resource Management will also use as needed and approved the All Hazards Push Packages. These packages are preplanned, pre priced, pre-positioned packages designed to provide an initial emergency equipment response into a stricken area within a 12-hour time period after an event has occurred.

Commonwealth of Virginia Emergency Operations Plan Emergency Support Function #7

These packages are adaptable and can be increased or decreased in size according to the needs of the event. The severity and need level of the event will determine the “Type” Package that is pre-deployed for or during the event. These packages are referred to as follows:

- 1) Type I All Hazards Response Package
- 2) Type II All Hazards Response Package
- 3) Type III All Hazards Response Package
- 4) Type IV All Hazards Response package

Response Operations

1. State Resource Management partners transition to the Emergency Operations Center for ESF #7 Operations
2. Logistics providers are formally activated. Operations personnel form requirements, and logistics staff identifies field teams if needed as well as responder support goods. The field infrastructure for receiving personnel and goods will be developed, with distribution and staging area centers being identified or established and property management personnel identified and notified if needed.
3. The Resource Management Section is grouped into four branches:
 - a. Coordination and Planning Group
 - 1) EMAC
 - 2) Statewide Mutual Aid
 - 3) Accountable Property Officer (VDEM)
 - b. Resource Management Unit
 - 1) Department of General Services
 - 2) Department of Corrections
 - c. Information Systems Unit
 - 1) VDEM Personnel

- 2) Virginia Information Technology Agency Personnel
- 3) Communications Specialists (VDEM)

- d. VERT Support Unit
 - 1) VDEM Personnel
 - 2) VDEM Reservist Personnel
 - 3) Supply Room Personnel
 - 4) Receiving Personnel

Emergency Relief Phase

1. All agencies should exhaust their own channels of support (e.g., Procurement contracting, state owned and mutual aid agreements with similar agencies in other jurisdictions) before turning to the resource management function.

2. The resource management organization must insure that it extracts the essential information from those who report a need via Local Support Services or by other means (e.g., telephone e-mail)

What is needed and why, since different items might work as well or better and be readily available.

Use the SALT principle (Size, Amount, Location, Type Needed, Time Needed)

3. Upon receipt of a request through WebEOC, Logistics is tasked with attempting to fill the need. The task is then routed through a structured “flow” as described below:
 - a. Mission is received from the WebEOC System. (note: No phone missions are accepted unless the tracker System is inoperable)
 - b. Mission is passed to the Coordination & Planning Unit to see if the item or items or available through SMA. If not, then
 - c. Mission is given to the VDOC liaison in Resource Management to see if it is

**Commonwealth of Virginia Emergency Operations Plan
Emergency Support Function #7**

available through their system. If not, then

4. Facilities referenced in the Local Resources Guidebook Indexes.

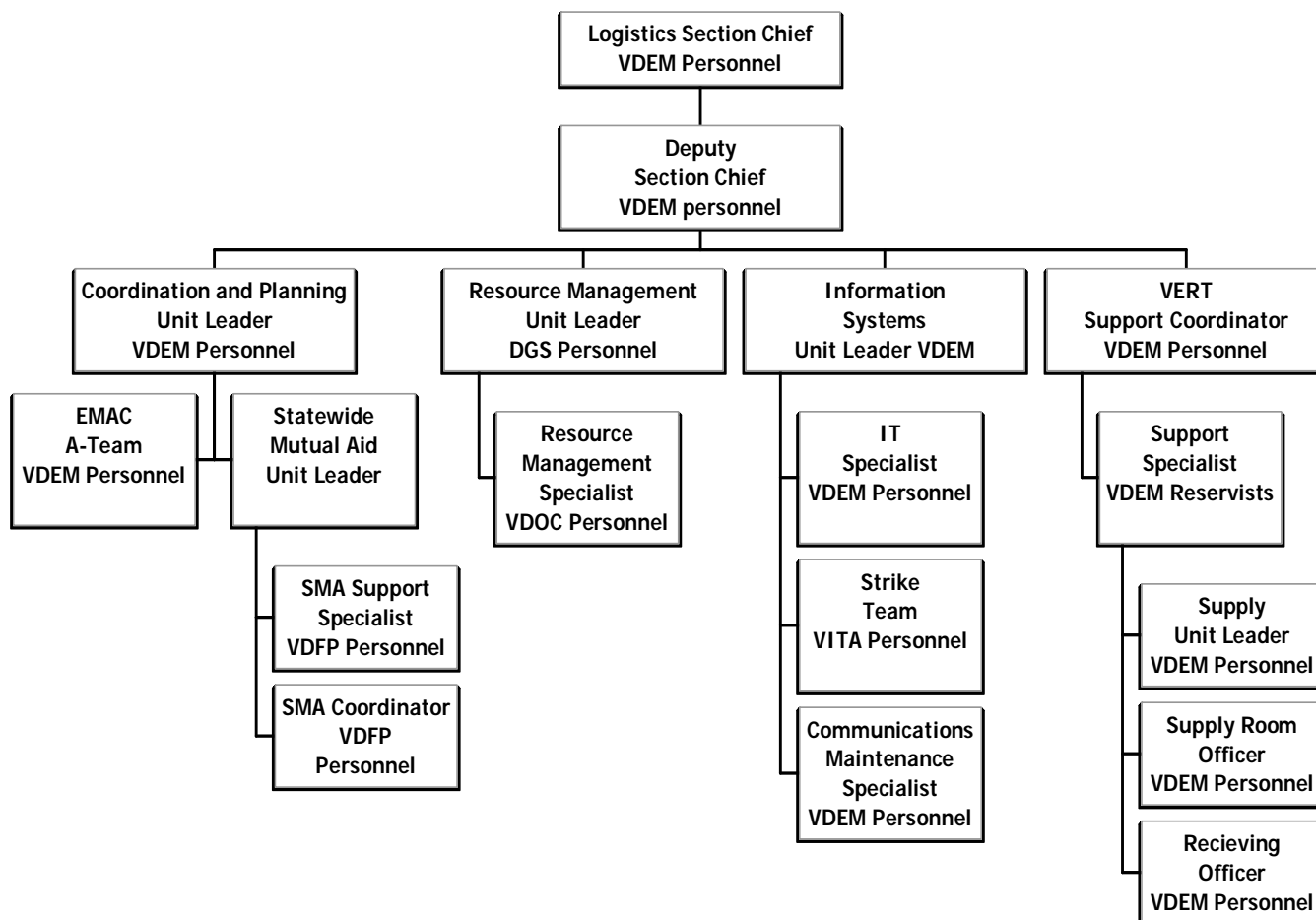
#

- d. Mission is passed to the Resource Management Unit Leader from VDGS to out source from a contracted vendor using the approved vendors list to contract the needed resource. If it is not available readily, then
 - e. The mission request is checked against the resources gathered under the Volunteer Donations Program. If the request cannot be filled at this step, then
 - f. The mission is reviewed for qualification to enter as an EMAC (Emergency Management Assistance Compact) mission.
 - g. If the mission qualifies, it will be entered by the EMAC A-Team segment of the Planning and Coordination Unit. If the mission does not qualify, then
 - h. The mission is returned to the Logistics Section Chief to pursue acquisition of the items or items through the completion of an action Request Form to FEMA.
4. Upon standing down, according to the vendors' contract, the vendor is responsible for demobilizing the contracted resource.

Facilities and Spacing Management

- 1. State owned facilities are to be used whenever possible and practical. (State Facilities lists will be provided by DGS).
- 2. Lease and free use Facilities and Distribution Sites will be identified throughout the state utilizing Local Support Services.
- 3. Virginia Department of General Services can also assist in contracting for temporary leased facilities.

RESOURCE MANAGEMENT ORGANIZATION



**Commonwealth of Virginia Emergency Operations Plan
Emergency Support Function #7**

REFERENCES

Resource Management will also use as a resource guide the following:

- Response Equipment Matrix Guide for Natural Occurring Events
- Response Equipment Matrix Guide for Multiple Occurring Events
- Response Equipment Matrix Guide for Human related Events
- Response Equipment Matrix Guide for Technological Events
- Response Equipment Matrix Guide for Hazardous Materials Events
- State Mutual Aid Guide Book
- Local Recovery Guidebook - Resource Index
- Local Recovery Guidebook – Agency / Organization Index
- Local Resource Guidebook – College / University Index
- Existing Emergency Services Stand-by Contracts with Emergency Response Vendors

Section 1 – Food and Bottled Water

Mission

To assist local governments and ESF # 11 (Agriculture and Natural Resources) with the provision of food, bottled water, ice, and other essential food supplies to designated mass care facilities or shelters. To monitor and facilitate the restoration of normal commercial food distribution systems in the disaster area once road access and electric power have been restored.

Details and Action Check-list located in ESF # 7 Standard Operating Procedures

Section 2 – Interstate and Intrastate Mutual Aid

Mission

The Virginia Department of Emergency Management is responsible for assisting member jurisdictions of Virginia's Statewide Mutual Aid (SMA) program and member states of the Emergency Management Assistance Compact (EMAC) in effectively and efficiently exchanging services and resources, especially in response to a major disaster.

Concept of Operations

- A. SMA and EMAC requests for assistance are received in the EOC and forwarded to the appropriate action office/branch as indicated below. Detailed processing procedures for SMA and EMAC requests are contained in the appropriate guidebook.
- B. During routine operations, designated planners within VDEM are responsible for developing and maintaining interstate and intrastate mutual aid planning documents and, when needed, coordinating the exchange of services and resources between SMA member jurisdictions or the Commonwealth of Virginia and EMAC member states.
- C. The Commonwealth should be prepared to deploy an equipped and trained EMAC Forward A-Team of either two members (Type 2 Team) or four members (Type 1 Team) for a period of two (2) weeks in support of EMAC activities in a disaster impacted EMAC member state or area.
- D. When the VEOC enters the **Advanced Alert Level** of an **Increase Readiness Condition**, planning and coordination responsibilities for these activities revert to the Mutual Aid Coordination Team (MACT) assigned to the Infrastructure &

Resources Branch in the VEOC. In addition to facilitating the exchange of services and resources via interstate and intrastate mutual aid agreements, the MACT will monitor all assistance being provided from out-of-state to include assistance from FEMA, other federal agencies and EMAC. The MACT may request and receive a Type 2 EMAC Forward A-Team in advance of an anticipated disaster impacting the state (e.g. hurricane). This team will form the EMAC cell of the MACT in the VEOC. Its mission is to implement EMAC on behalf of the Commonwealth by coordinating and facilitating the provision of assistance from other member states.

References

- A. Statewide Mutual Aid Guidebook, VDEM, 2001
- B. Virginia Emergency Services and Disaster Law of 2000, as amended (§44-146.28.1)
- C. Emergency Management Assistance Operations Manual, NEMA, September 2005

Definitions

Interstate: of, connecting or between states, esp. of the U.S. (i.e. between two or more member jurisdictions of the Emergency Management Assistance Compact).

Intrastate: existing or occurring within a state (i.e. between member jurisdictions of the Statewide Mutual Aid Program).